

FIRST ASSET FINANCIAL INC.

PROCEDURES FOR OPENING A MUTUAL FUND

You still need to fill out the First Asset Financial Inc. New Account Application:

MUTUAL FUND APPLICATIONS:

1. Be sure to answer ALL questions completely.
2. Be sure to fill out the Broker Dealer Information.
 - a) Home Office Address - PO Box 1364, Salina, KS 67402-1364.
 - b) Home Office Telephone - (785) 825-5050.
 - c) If in addition to the Home Office address, it asks for Branch Office address, this should be your business address (Same for Branch telephone number).
 - d) Be sure to place our Dealer number with the fund on the application in the Broker Dealer section. Without this on the application the fund may not correctly identify the firm!! (the Dealer numbers can be found on the Mutual Fund Family List).
3. Checks should ALWAYS be made out to the Fund as directed on the application.

What to do with the Investment:

1. All investments should be mailed the same day you receive them (it is against regulation to hold an investment overnight).
 - A. These investments should be mailed to your supervisor (i.e. most of you will send your orders to P O Box 1364, Salina, KS, 67402-1364).
 - B. If you have a question as to where to mail the investments, please call the home office @ (785) 825-5050.